GREAT COUNCIL OF THE UNITED STATES

IMPROVED ORDER OF RED MEN

Chief or Keeper of Records

MANUAL

for Tribes and Councils



Printed and Distributed by
Committee on Promotional Development
Great Council United States

Louis Buffler, P.G.I., *Chairman*
Clarence Hummel, G.K.W., *U.S.*
Edmund P. Taylor, P.G.I.
John L. Howley, G.S.S.
Secretary, Co-Ordinator

(1) This is one of the most important stumps in any tribe or council, and the success of the tribe or council depends in no small way upon the efficiency and the effectiveness of the Brother or Sister holding this position. Most Chiefs of Records and Keeper of Records are familiar with the requirements of the office, regarding services, but there are some who become confused at the close of the term, with the end result that there are many unnecessary delays in completing Six Moons reports and in Raising of Chiefs.

Here are a few suggestions and a few quotes from the Laws that will no doubt help to expedite matters.

REPORTS ON SICK MEMBERS

(2) You as a Chief or Keeper of Records of your tribe or council, should insist on these reports as you have to draw vouchers for your sick or disabled members. Always remember you are handling funds of other people, it is important that you have reports or bills when drawing vouchers.

NEW MEMBERS APPLICATIONS AND ELECTIONS

(3) When a member presents a petition for membership, be prompt in reporting same and request the Committee to investigate and report promptly, this is important.

When elected to membership, send courteous letter to applicant, notifying him or her they have been elected, and Brother or Sister will call for him or her to bring him or her to the tribe or council for adoption. The proposer of the applicant should be notified with a copy of the letter, so he or she can make arrangements to bring the applicant to the tribe or council.

DUES STATEMENT

(4) Statements should be sent out at least 30 days before the end of the quarter to all members, promptness in notification makes for easier collection of dues.

SUSPENSION OF MEMBERS IN ARREARS

(5) Notify the members at least 30 days prior to the end of the term with a courteous letter, never with a post card.

Turn over the names of members in arrears to a

committee to call on said members.

Never let arrearages go beyond 6 months, as they are doubly hard to collect.

LETTERS AND COMMUNICATIONS

(6) Letters, news bulletins, and other matter relating to your tribe or council, should be read at meetings, not laid on desks. Remember, you receive them not personally, but for the information of your Tribe or Council membership.

ELECTIONS

(7) The Tribal or Council Chiefs shall be elected at the last meeting of each term. They shall be nominated at least 2 meetings prior to elections. Nominations cannot be reopened at the time of elections except in a case of emergency. The Chief of Records or Keeper of Records shall notify each member of the tribe or council, advising him or her of the Nomination, Election and Raising of Chiefs.

(General Laws)

REPORTS

(8) The Six Moons report shall be completed, audited, signed and mailed to the Great Chief or Great Keeper of Records with check enclosed for Tax, not later than the 15th sun, following the close of the term.

Be sure Auditors are appointed who will meet within the next seven days folowing the close of the term. (General Laws)

The Great Chief or Great Keeper of Records also has a deadline to meet. He or she must consolidate all the Six Moons reports, make up a master report, and mail a check for the Per Capita Tax, to the Great Chief of Records of the U.S.

AUDIT BOOK OF TRIBE OR COUNCIL

(9) If the Chief or Keeper of Records will make all entries in the Audit Book at the close of each meeting, he or she will have no trouble at all in making up his or her term report. The complete financial transactions of the tribe or council should be posted in this book as they occur. Record, membership, cash and order books should be standardized for easy and efficient operation of your office. The Great Council of the United States has made arrangements for a standard system for all Tribes and Councils.

CREDENTIALS

(10) Chiefs or Keeper of Records are required to make out Past Sachems, Past Pocahontas, Representative and Alternate certificates in duplicate, giving one to the member and send the other to the Great Chief or Great Keeper of Records. Your tribe or council is entitled to one representative, or as many as your law provides. Past Sachems, Past Pocahontases, Representatives and Alternates, must present their certificates to the Credential Committee before being admitted to the Great Council Session. (Constitution)

BONDING

(11) Tribal or Council bonds expire December 31st of each year. Premium on bonds must be paid to the Chief or Great Keeper of Records on or before December 31st.

The Chief or Keeper of Records, Collector of Wampum, Keeper of Wampum and the Three Trustees are bonded Chiefs of the tribe or council, and are bonded only for such amounts shown on the Great Chief or Great Keeper of Records books. All funds of the tribe or council are Trust Funds of the Order, and shall be paid to the Keeper of Wampum to be deposited in a bank designated by the tribe or council, and in the name of the tribe or council, to be expended only upon orders properly drawn and signed by the Sachem or Pocahontas, and Chief or Keeper of Records. All checks shall be signed by the Sachem, Pocahontas, Chief or Keeper of Records, countersigned by the Keeper of Wampum.

General Laws under Bonding)

ASSISTING SACHEM OR POCAHONTAS IN PROGRAMMING MEETINGS

(12) The Chief or Keeper of Records should always assist the Sachem or Pocahontas in programming of meetings, and reports from committees, and they should be properly recorded.

YOU ARE THE HUB OF THE WHEEL

(12A) Your interest and efficiency in your office can make for a good tribe or council. A good Chief or Keeper of Records can be the Counselor and guiding hand to make your tribe or council a real business organization.